



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-205

Date: February 17, 2009

1 FAM 040 THE UNDER SECRETARIES OF STATE

Changes

1. **1 FAM 044, Under Secretary for Management (M)**: Revisions have been made throughout 1 FAM 044.3-3(B), Rightsizing Staff (M/PRI).
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in *italics* and *dark magenta*. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 040 (CT: ORG-190, 08-04-2008; 19 pages) and insert revised subchapter 1 FAM 040 (19 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: ORG-205, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM

1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(M/PRI)